

Quotation Request //

US Government Publishing Office

Northcentral Region
infonorthcentral@gpo.gov
Washington DC 20401-0000

JACKET:735-308

Quotations are Due By:
(Eastern Time) 11:00 AM on 06/12/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Navy Features and Bonuses Trifold, #011-0517 (Rev. 02/23)

QUANTITY: 150002 Folded forms Plus packing cards for shrink wrap packs and cartons.
(includes 2 GPO inspection copies)

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

<https://contractorconnection.gpo.gov>. Fax, email, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (312)-353-3916.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent Balance Sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TRIM SIZE: See below

PAGES: See below

SCHEDULE:

Furnished Material will be available for pickup by 06/14/2023

Deliver complete (to arrive at destination) by 07/27/2023

F.O.B. destination

(via traceable means at contractor's expense).

Contractor **MUST** email delivery verification information to VerifyChicago@gpo.gov within 24 hours of

delivery. Enter the Jacket number in the subject line and place method of shipment and the delivery date in the body of the message. Failure to follow this procedure may result in delayed payment after invoicing.

QUALITY LEVEL: 2 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Forms: 12 x 9" folded to 4 x 9"

Face and back print 4-color process illustrations, tints/solids with reversing, and type & line matter, bleeds uncommon. Top coat the face and back with a clear, non-yellowing gloss aqueous coating.

JCP Code* A181, White No. 1 Coated Text, Gloss-Finish, Basis Size 25 X 38", 80lb

Score and fold to 4 x 9" using 2 parallel wraparound folds with title panel out. Cracking on the folds will not be acceptable and may result in rejection.

Packing Cards:

Size: 5.5 x 3.5"

Face prints black type & line matter. Adequate gripper, no bleeds.

Stock: JCP Code* K10, White Index, Basis Size 25.5 X 30.5", Basis Weight 110lb

MATERIAL FURNISHED: Contractor to receive. Files will be available by a link to the Google Drive.

Contractor to request the file after award. PO to be emailed. Contractor to resize/create bleeds as necessary at no added cost to the government.

Cards: Word files - reduce to size as necessary.

Electronic media generated on a Mac with OSX, using InDesign CC, Illustrator CC, and Photoshop CC. Files are in native & PDF formats. Color system used is CMYK. Graphics are properly linked. Fonts are rasterized.

NOTE: If changes are made to the files furnished, during the proofing stage, at the agency's request, or per the specifications, the contractor must create a revised CD with all changes incorporated therein for return to the agency after completion of the order.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen

frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

See above

COLOR OF INK: Ink Must Contain a Minimum of 20% Vegetable Oil

See above

PRINT PAGE: Head to Head

MARGINS:

See above.

PROOFS:

Email proofs on or before 6/20/23 to glenda.l.carter4.civ@us.navy.mil, mario_hair@icloud.com, crystal.g.weekley.civ@us.navy.mil, brandon.ellis@dla.mil and mszopo@gpo.gov

Contractor must confirm receipt of proofs by calling: 901-874-9375.

Proofs will be withheld not more than 2 workdays from receipt in agency until contractor is notified of an "OK to print". Contractor must not print prior to receipt of an "OK to print".

Must send proofs of packing cards.

Contractor to submit one "Press Quality" PDF "soft" proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

BINDING:

See above.

PACKING:

Shrink wrap in 25s.

*** Deliver ONLY units of 25 per shrink wrap to the warehouse.

*** Any left-overs copies (Packs of less than 25) deliver to Glenda - shrink wrapped suitably.

Standardize boxes, so that each box contains same amount when possible, with the name of the item and the quantity of copies listed on outside of box.

Inner packaging must be sufficient to prevent damage in transit.

Damaged items will be replaced at contractor's expense.

CARD PLACEMENT: Place matching card in front of each shrink-wrapped package of 25 and on the outside of the box with number of sets.

Use only new corrugated or solid fiberboard containers with a minimum bursting strength of 275 psi. Containers must not exceed 45 lbs. When fully packed.

Contractor will be required to furnish pallets for bulk shipments when the containers fill two or more layers on the pallet, in accordance with GPO Pub. 310.2. Pallets must not measure more than 48" in length and 42" in width.

Pack suitably per shipping container.

DISTRIBUTION:

NOTIFICATION OF DELIVERY WITH SIGNATURE: Immediately after delivery, the contractor **MUST** furnish proof of delivery receipts with signature of receiver. Include the order title, GPO jacket number, requisition number, date of delivery, quantity (copies, # of cartons, etc.). Failure to furnish signed delivery receipts may result in delayed payment to contractor. Email glenda.l.carter4.civ@us.navy.mil, mario_hair@icloud.com, crystal.g.weekley.civ@us.navy.mil, brandon.ellis@dla.mil and mszopo@gpo.gov

50 copies to Navy Recruiting Command, 5722 Integrity Drive, Bldg. 784, Millington, TN 38054, Attn: Glenda Carter, 901-874-9375.

149,950 copies (including Blue Labels) to:

Navy Recruiter Store

NSA Mid-South

5464 Essex St., Bldg 242

Millington, TN 38054-5057

ATTN: Thomas Ciapponi

Phone: 901-874-9205

Email: thomas.r.ciapponi.civ@us.navy.mil

****ADVANCE NOTICE OF 5-10 DAYS TO ENSURE DELIVERY DRIVERS MEET SECURITY CLEARANCE STIPULATIONS****

Freight deliveries to the NSA Mid-South installation in Millington, TN must be completed by an authorized delivery agent. An NSA Mid-South authorized freight delivery agent is an individual with one of the following credentials:

CAC-Common Access Card

NCACS-Navy Commercial Access Control System Credential

TWIC- Transportation Workers Identification Credential

Naval Reactors PIV Credential

NSA Mid-South Activity Identification Card

Local Visitors Pass*

*Local Visitors Passes must be obtained prior to date of entry. Contractor must contact Nesto Rivas 5-10 days prior to delivery to allow a background check of the specific driver (901)874-9205; Email: thomas.r.ciapponi.civ@us.navy.mil

It is anticipated that the delivery vehicle will be subjected to inspection; therefore all deliveries must be made at the Common Vehicle Inspection Area located at the Singleton gate no earlier than 8:15am M-F. No deliveries after 1:00pm.

2 samples marked "Inspection Copies" with GPO Jacket Number to U.S. GPO, home address to come in Chicago, IL area, Attn: Compliance - Mike Szopo. Email mszopo@gpo.gov for address after award.

Blue Label Copies - All orders must be divided into equal (200) sublots.

A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form

917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed. These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution.

QUALITY ASSURANCE THROUGH ATTRIBUTES: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes - Level 2
- (b) Finishing (item related) Attributes - Level 2
- (c) Exceptions: None

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute: Specified Standard

P-7. Type Quality and Uniformity: Approved proofs

P-10. Process Color Match: Files

It is requested that the contractor invoice GPO within 10 workdays from the date of complete distribution for timely customer billing closeout.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at

<https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): NONE